



Town of Kingston Springs

Seasonal Help
JOB DESCRIPTION

Classification Title:	Seasonal Help
Department:	Parks and Public Works
Revision Date:	4-24-2023
Reports To:	Parks and/or Public Works Director
Employment Status:	Full-Time Employee - Seasonal
FLSA Status:	Non-Exempt

The Town of Kingston Springs is looking to hire workers to help our Parks and Public Works Departments during the summer months. These are full-time positions, and the work will primarily be outside.

JOB SUMMARY

This position reports to and works under the direction of either the Parks Director or Public Works Director and primarily consists of mowing, landscaping, and overall maintenance of town owned properties and facilities.

ESSENTIAL FUNCTIONS OF THE JOB

- Operate mowers, and other small engine equipment associated with landscaping duties.
- Utilize a variety of hand and power tools in the upkeep of town owned properties and assist in maintenance of said equipment.
- Perform general maintenance, construction, and repair of town owned properties and facilities.
- Maintain restroom facilities at town parks.
- Pick-up and dispose of litter in town parks and other town owned properties.
- Assist with successful execution of town sponsored events as directed.
- Maintain accurate records of time, materials, and equipment used.
- Assist with other town departments as needed.
- Maintain a positive, customer focused image of the Town of Kingston Springs.
- Respond to complaints or concerns in a prompt, positive manner.
- Perform a variety of duties including preparation and cleanup related to rentals of town owned properties and facilities.
- Performs all duties with appropriate safety and security standards.

QUALIFICATIONS

- High school diploma or equivalent.
- Must maintain a current valid driver's license.
- Knowledge of use and operation of general landscaping equipment.
- Ability to work outside in varying weather conditions for the majority of the workday.
- Ability to perform heavy, manual labor.
- Understand and carry out written and oral instructions.
- Establish and maintain a good working relationship with coworkers.

EQUIPMENT OPERATED

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and maintenance garage. Potential to work night and during weekends. Standing, walking, working, and driving around or within moving traffic. Working in a maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work may occasionally be required to be performed within confined spaces.

WORKING CONIDITIONS

- Working conditions are primarily outside.
- Working environment requires manual labor and lifting items weighing up to 50lbs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

The Town of Kingston Springs will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Town of Kingston Springs. Contact the Town's City Manager at citymanager@kingstonsprings-tn.gov with any questions or requests for accommodation.